

LONG BEACH POLICE DEPARTMENT

ADMINISTRATOR

Jessica Villalobos



Administrator Villalobos was appointed as the Contracts and Grants Administrator in May 2023. As a part of the Department's Command staff, she provides critical oversight and support to the Contracts and Grants Division in the Business Operations Bureau, and is responsible for enhancing the management, administration and financial oversight of grants, service contracts and interdepartmental MOUs.

Administrator Villalobos has over 15 years work experience in the private and public sector, including 6.5 years with the City of Long Beach. She joined the City as a staff auditor with the City Auditor's Office and quickly promoted and was recruited to support the Technology and Innovation Department. Prior to her appointment at the Police Department, she served as the Administrative Analyst III for the Homeless Services Bureau in the Health Department. In that role, she led the bureau's administrative team, developed and monitored complex budgets, and collaborated with various City departments to ensure contract and grant compliance.

Administrator Villalobos holds a Master's Degree in Business Administration (MBA) from California State University, Fullerton and a Bachelor's Degree in International Business from California State University, Long Beach.

